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April 18, 2006

## **AGENDA ITEM 11**

**TO: MEMBERS OF THE HEALTH BENEFITS COMMITTEE**

- I. SUBJECT:** 2006 Health Program Open Enrollment Timeline and Processes
- II. PROGRAM:** Health Benefits
- III. RECOMMENDATION:** Information Only
- IV. ANALYSIS:**

The purpose of this agenda item is to update the Committee on activities occurring in preparation for the 2006 CalPERS Health Benefits Open Enrollment period. Each year CalPERS Health Benefits program conducts an Open Enrollment during which employees and retirees may enroll, change health plans, or add eligible family members to their health coverage. This item includes the following information:

- Establishes the dates for Health Benefits Open Enrollment
- Outlines changes for Health Program publications
- Details mailing dates for information and publications
- Outlines a new employer on-line Open Enrollment Health Fair scheduling tool.

### **Open Enrollment Timelines**

The 2006 Health Benefits Open Enrollment period will run from September 1, 2006 through September 29, 2006. The effective date of all Open Enrollment transactions will be January 1, 2007.

This year's Open Enrollment period returns to its historical starting date of September 1, to accommodate scheduled CalPERS system upgrades. The enterprise-wide Forte Migration Project will transition the underlying programming code of the CalPERS COMET Health System from the Forte language to a new JAVA script. The existing Forte base will no longer be supported by programming industries after December 31, 2006, so this project must be

successfully completed this year. Deployment is scheduled for October 7 through 9, 2006, and completion of the Open Enrollment period prior to the deployment will mitigate potential Health Program risk and schedule delays to this deployment.

Open Enrollment information will be distributed to members and employers in late July to early August and will be available on the CalPERS Web site beginning in mid-August.

### **Open Enrollment Materials**

To meet the challenge of publishing all information regarding the CalPERS Health Program and also providing our members with immediate, up-to-date information on health plan premium rates and potential benefit changes, we have improved our process for publishing and distributing program materials.

First, we will combine and streamline the *Health Plan Guide*, *Health Program Handbook* and the *Understanding Medicare* publications. This new publication will be printed independent of the Open Enrollment activities and be made available, on demand, throughout the year. The *Health Benefit Summary* publication and the *Quality Report* will remain unchanged, and will also be available throughout the year.

Second, we will revamp the *Member Health Statement (MHS)* to return to the original focus of providing members with a detailed update on their Health Program enrollment status and the health plans available to them. Each member will receive a copy of the MHS in August.

Finally, we will create a new publication, the *Open Enrollment Newsletter*, which will present the 2007 contract year health plan premium rates and also detail any benefit changes or program changes which would modify the consolidated program book described above. This newsletter will also contain information on ordering the consolidated materials, and will be sent to all members in late July/early August.

### **Mailing Dates for Materials**

Open Enrollment materials will be available in late July and mailed out as follows:

Member Health Statement	Late July / Early August
Open Enrollment Newsletter	Late July / Early August
Consolidated Program Guide	On Demand
Health Benefit Summary	On Demand
Quality Report	On Demand

### **On-Line Open Enrollment Health Fair Scheduling Tool**

Scheduled for release in early summer, an Open Enrollment Health Fair reservation link will be available to State and Contracting Agency employers through the CalPERS Web site. This link will allow employers to schedule their Health Fairs with all available health plans simultaneously, and will better equip our health plans to manage their attendance at these events.

The CalPERS health plans staff approximately 200 Open Enrollment Health Fairs annually. There is no uniformity to these requests for participation and frequently certain dates are overbooked. Our health plan partners submitted a collaborative recommendation to implement a centralized link on the CalPERS Web site to provide employers with a tool to schedule their Open Enrollment Health Fairs.

Kaiser Permanente has agreed to develop, maintain and provide IT support for this on-line tool which will be linked to the CalPERS Web site.

Staff will continue to work with our health plans to establish this consolidated scheduling tool, and to publicize its use with our employers.

#### **V. STRATEGIC PLAN:**

This item supports the CalPERS Strategic Plan, Goal X: Develop and administer quality, sustainable health benefit programs that are responsive to and valued by enrollees and employers.

#### **VI. RESULTS/COSTS:**

All costs associated with the On-Line Open Enrollment Health Fair Scheduling tool will be allocated among the health plans.

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